

## AUTHOR GUIDELINES FOR MANUSCRIPT SUBMISSION

1. The journal *Južnoslovenski filolog* (*South Slavic Philologist*) publishes original papers in the fields of linguistic theory, Slavic philology, history and dialectology of the South Slavic and other Slavic languages, history of linguistics and similar scientific disciplines, academic criticism, chronicle and bibliography. The papers previously published or submitted to another publication cannot be accepted for publication in the *South Slavic Philologist*. If the paper was presented in an academic conference in the form of an oral presentation (under the same or similar title), the information pertaining to that should be included in a separate note, as a rule at the bottom of the paper's first page.

2. The papers are published in Serbian, in the Ekavian or Ijekavian standard, in Cyrillic, as well as in other Slavic languages. If the author wishes to have their paper printed in Latin script, they should bring it to editorial attention and present reasons for that. In agreement with the Editorial Board, the paper may be published in English, German or French.

The manuscript should be correct regarding orthography, grammar, and style. With respect to papers in Serbian, the *South Slavic Philologist* follows the *Serbian Language Manual* (*Правопис српскога језика*) by Mitar Pešikan, Jovan Jerković and Mato Pižurica (Matica srpska: Novi Sad, 2010). Besides the established orthographic norms according to that manual, the authors also need to mind the following guidelines in the manuscript preparation process:

- a) titles of separate publications (monographs, proceedings, journals, dictionaries, etc.) mentioned in the paper are italicized in the language and script in which the cited publication was published, whether it is the original or translation;
- b) it is desirable to quote according to the original text and script, and if the citation comes from a translated work, bibliographic information on the original should be supplied in a corresponding note;
- c) foreign names in the Serbian text are written in transcribed form (adapted to the Serbian language) according to the rules from the *Serbian Language*

- Manual*, and when the foreign name is first cited, the original spelling is given in parentheses, unless it is widely known (e.g. Ноам Чомски), or is originally spelled the same as in Serbian (e.g. Филип Ф. Фортунатов);
- d) in interpolated bibliographic parentheses, the author's surname is spelled in the original form and script, e.g. (БЕЛИЋ 1941), (КАРОЛАК 2004);
  - e) citations from works in a foreign language, depending on the function they perform, may be written in the original language or in translation, but it is necessary to be consistent in one of the above-mentioned forms of citing; if the quotations are given in the original language, the author may supply their translation in a footnote.

3. The manuscript of a discussion or study requires the following elements: a) the paper title, b) name, middle initial, surname, name of the author's employing institution, c) abstract, d) keywords, e) the body of the paper, f) works cited and sources, g) summary and keywords in Russian and English, h) appendices. The sequence of the elements has to be observed. The papers which fall into the category of shorter contributions, materials, reviews, etc. have to contain the author's name, institutional affiliation, e-mail and text title, besides the body of the text.

4. The paper title should reflect the contents of the paper as closely and accurately as possible. It is in the author's interest to use words suitable for indexing and searching. If such words are lacking in the title, it is advisable to add a subtitle to the title. The title (and subtitle) is placed in the centre of the page, in capital letters.

5. The author's name, middle initial, and surname in studies and papers are placed above the title aligned left, and in reviews below the text aligned right and italicised. The name and location of the author's employing institution are to be written below the author's name, middle initial and surname. The names of complex organisations should reflect the hierarchy of their structure (e.g. University of Novi Sad, Faculty of Philosophy, Department of Serbian Language and Linguistics). If there is more than one author, the headings must indicate which institution each of the listed authors is affiliated with. The author's function and title are not included. The author's official address and/or e-mail are supplied in the footnote, which is linked to the author's surname with an asterisk. The project title and number, i.e. the title of the programme within which the paper originated, as well as the title of the institution which financed the project or programme, are supplied in a separate footnote, which is linked to the paper title with two asterisks. In chronicles, reviews and critiques, the author's name and affiliation are written after the body of the chronicle, review, or critique. The title of the project within which the review, chronicle or critique was written is mentioned in a separate footnote which

is linked with two asterisks to the name and seat of the author's employing institution.

6. The abstract, which should be written in the language of the paper, must concisely present the subject matter, aim, methodology, and results of the research. It is recommended that the abstract should range between 100 and 250 words (it may also be shorter, if that suits the scope and character of the paper). The abstract should be placed below the paper title, without the designation *Сажеџаџак* (*Abstract*), in such a way that its left margin is indented by 1 cm with respect to the body of the text (i.e. the same indent as the first paragraph of the body of the text).

7. The keywords are the terms or phrases which point to the overall subject matter of the research, and their maximum number is ten. It is recommended to determine them with the aid of professional terminological dictionaries, and it is in the author's interest to achieve optimal keyword frequency (with a view to greater searchability). The keywords are supplied in the language of the abstract. They are listed below the abstract, with the designation *Кључне речи* (*Keywords*), in such a way that their left margin is aligned with that of the abstract.

8. The bibliographic parentheses, as interpolated abbreviations in the text referring to complete bibliographic information on the quoted work, given at the end of the paper, consist of an open bracket, author's surname (in small capitals), the year of publication of the quoted work, and the number of the page from which the quotation was taken, and of the closed bracket, for example:

(ИВИЋ 1986: 128) for the bibliographic item: Ивић, Павле. *Српски народ и његов језик*. 2. изд. Београд: Српска књижевна задруга, 1986.

If several consecutive pages of the same work are quoted, the page numbers are supplied that refer to the first and last pages cited, separated by a dash, for example:

(ИВИЋ 1986: 128–130) for the bibliographic item: Ивић, Павле. *Српски народ и његов језик*. 2. изд. Београд: Српска књижевна задруга, 1986.

If more non-consecutive pages of the same work are cited, the numbers, which refer to the pages in the work cited, are separated by a comma, for example:

|                       |                                   |  |
|-----------------------|-----------------------------------|--|
| (ИВИЋ 1986: 128, 130) | for the<br>bibliographic<br>item: | ИВИЋ, Павле. <i>Српски народ и његов језик</i> . 2. изд. Београд: Српска књижевна задруга, 1986. |
|-----------------------|-----------------------------------|--|

If a foreign author is quoted, the surname outside the parentheses should be transcribed into the language in which the body of the text was written, for example, Џ. Марфи for J. Murphy, but within the parentheses, the surname must be given according to the original form and script, e.g.:

|                   |                                   |   |
|-------------------|-----------------------------------|---|
| (MURPHY 1974: 95) | for the<br>bibliographic<br>item: | MURPHY, James J. <i>Rhetoric in the Middle Ages: A History of Rhetorical Theory from Saint Augustine to the Renaissance</i> . Berkeley: University of California Press, 1974. |
|-------------------|-----------------------------------|---|

When the paper mentions several studies by an author published in the same year, the in-text bibliographic reference has to specify with an appropriate letter of the alphabet the corresponding bibliographic item from the integral reference list, for example (MURPHY 1974a: 12).

If the bibliographic source has two authors, the in-text bibliographic reference lists the surnames of both authors, the difference being in the first author's surname written in small capitals, and the second author's surname written in regular font, for example:

|                     |                                |  |
|---------------------|--------------------------------|--|
| (ПИПЕР, Клајн 2013) | for the<br>bibliographic item: | ПИПЕР, Предраг, Иван Клајн. <i>Нор-мајивна грамаџика српског језика</i> . Нови Сад: Матица српска, 2013. |
|---------------------|--------------------------------|--|

If the bibliographic source has more than two authors, the in-text bibliographic reference features the surname of the first author, whereas other authors' surnames are replaced with an abbreviation *и др.* (*et al.*), for example:

|                   |                                |  |
|-------------------|--------------------------------|--|
| (ИВИЋ и др. 2007) | for the bibliographic<br>item: | ИВИЋ, Павле, Иван Клајн, Митар Пешикан и Бранислав Брборић. <i>Српски језички љриручник</i> . 4. изд. Београд: Београдска књига, 2007. |
|-------------------|--------------------------------|--|

If it is evident from the context which author is cited or paraphrased, it is not necessary to supply the author's surname in the in-text reference, for example:

According to Murphy's research (1974: 207), the first extant treatise in that field was written by the Benedictine Alberic from Monte Cassino in the second half of the 9<sup>th</sup> century.

If the parentheses refer to the works by two or more authors, the information on each subsequent work should be divided by a semicolon, for example: (БЕЛИЊ 1958; СТЕВАНОВИЊ 1968).

**9.** Footnotes marked with Arabic numerals (after a punctuation mark, without a dot or bracket) are supplied at the bottom of the page that features the text section to which the footnote refers. They may contain less relevant details, additional clarifications, etc. Footnotes are not used to list the bibliographic sources of quotes or paraphrases given in the body of the text, since it is bibliographic parentheses that are used for the purpose, which – as they are related to the reference list and sources supplied at the end of the paper – facilitate the monitoring of citation frequency in academic journals.

**10.** The appendices illustrating an academic exposition (tables and figures, facsimiles, images, etc.) are included at the end of the manuscript, and their place in the text is marked with a corresponding numeral. If a table is placed within the text, it must be positioned within the set margins.

**11.** The works cited are listed in a separate section under the title *Цитирана литература* (*Works Cited*). This section is intended for deciphering the bibliographic parentheses quoted in the text in abbreviated form. Bibliographic items (references) are listed in Cyrillic or Latin alphabetical order of the surnames of the first or only authors in the way in which they were mentioned in the in-text parentheses. The first to be described in alphabetical order of the surnames of the first or only authors are works published in Cyrillic, followed by bibliographic items listed in alphabetical order of the surnames of the first or only authors published in Latin script. If the paper was written in a foreign language and in Latin script, the first to be described are works published in Latin script, and then, in Cyrillic alphabetical order, works published in Cyrillic script. Authors are obliged to provide Latin transliteration of references in Cyrillic with a view to facilitated electronic tracking of citation frequency (one of the weblinks for free transliteration is the following: <https://www.transliteration.com/transliteration>, with the activated option ISO 9 in the software's menu). Authors are obliged to check the transliteration of bibliographic items using the enclosed table of transliteration of Cyrillic to Latin according to ISO 9 standard:

Table of transliteration of Cyrillic to Latin according to ISO 9 standard

| Цир. | Лат. |    | UNICODE              |
|------|------|----|----------------------|
| А    | а    | a  | 0061                 |
| Б    | б    | b  | 0062                 |
| В    | в    | v  | 0076                 |
| Г    | г    | g  | 0067                 |
| Д    | д    | d  | 0064                 |
| Ђ    | ђ    | đ  | 0111                 |
| Е    | е    | e  | 0065                 |
| Ё    | ё    | ë  | e+dieresis<br>00EB   |
| Є    | є    | ê  | e+circumflex<br>0454 |
| Ж    | ж    | ž  | z+caron<br>017E      |
| З    | з    | z  | 007A                 |
| З    | з    | ž  | z+acute<br>017A      |
| Ѕ    | ѕ    | ž  | z+circumflex<br>0E91 |
| И    | и    | i  | 0069                 |
| І    | і    | ì  | i + grave<br>00EC    |
| Й    | ј    | j  | 006A                 |
| К    | к    | k  | 006B                 |
| Л    | л    | l  | 006C                 |
| М    | м    | m  | 006D                 |
| Н    | н    | n  | 006E                 |
| О    | о    | o  | 006F                 |
| П    | п    | p  | 0070                 |
| Р    | р    | r  | 0072                 |
| С    | с    | s  | 0073                 |
| Т    | т    | t  | 0074                 |
| У    | у    | u  | 0075                 |
| Ф    | ф    | f  | 0066                 |
| Х    | х    | h  | 0068                 |
| Ц    | ц    | c  | 0063                 |
| Џ    | џ    | dž |                      |
| Ч    | ч    | č  | c+ caron<br>010D     |
| Ш    | ш    | š  | s+ caron<br>0161     |
| Щ    | щ    | š  | s+circumflex<br>015D |
| Ъ    | ъ    | "  | 02BA                 |
| Ы    | ы    | y  | 0079                 |
| Ь    | ь    | '  | quotesingle<br>02B9  |
| Ђ    | ђ    | ě  | e+caron<br>011B      |
| Э    | э    | è  | e+grave<br>00E8      |
| Ю    | ю    | û  | u+circumflex<br>00FB |
| Я    | я    | â  | a+circumflex<br>00E2 |
| Ж    | ж    | ǎ  | a+caron<br>01CE      |
| Ө    | ө    | ô  | o+circumflex<br>1E1F |
| Ѳ    | ѳ    | ÿ  | y+dot<br>1E8F        |

If the description of a bibliographic item extends to several lines, all the lines except the first are indented right by two characters (hanging paragraph) – the author selects Paragraph in the Format menu, Hanging option, by 0.32 inches.

Every bibliographic item is a separate paragraph organised in different ways depending on the type of work cited.

The *South Slavic Philologist* applies the MLA style of bibliographic description in the works cited section, except that the author's surname is given in small capitals (first a capital letter is typed, all others are in lowercase, that text is shaded, and the Small Caps is selected in the Format menu, Font option), and the title of the separate publication is italicised.

Examples of such bibliographic style include:

**Monographic publications:**

SURNAME, name of the author and name and surname of the other author (if the book has several authors, the others are also listed in the same order of appearance as in the book). *Book title*. Information on the name of the translator, the editor, or another type of authorship. Information on the edition or number of volumes. Place of publication: publisher, year of publication.

Example:

БЕЛИЋ, Александар. *О језичкој њрироди и језичком развѡјуку: лингвистичка испитивања*. Књ. 1. 2. изд. Београд: Нолит, 1958.

[BELIĆ, Aleksandar. *O jezičkoj prirodi i jezičkom razvitku: lingvistička ispitivanja*. Knj. 1. 2. izd. Beograd: Nolit, 1958]

ПИПЕР, Предраг, Миливој Алановић, Слободан Павловић, Ивана Антонић, Марина Николић, Дојчил Војводић, Људмила Поповић, Сreto Танасић, Биљана Марић. *Синтакса сложене реченице у савременом српском језику* (редактор Предраг Пипер). Нови Сад: Матица српска – Београд: Институт за српски језик САНУ, 2018.

[PIPER, Predrag, Milivoj Alanović, Slobodan Pavlović, Ivana Antonić, Marina Nikolić, Dojeil Vojvodić, Ljudmila Popović, Sreto Tanasić, Biljana Marić. *Sintaksa složene rečenice u savremenom srpskom jeziku* (redaktor Predrag Piper). Novi Sad: Matica srpska – Beograd: Institut za srpski jezik SANU, 2018]

ПОТЕБНЯ, А. *Из записок по русској грамматицѡ. II: Составные члены предложения и ихъ замѡны в русскомъ языкѡ*. Харьковъ: Въ Университетској типографіи, 1874.

[ПОТЕВНА, А. *Iz zapisok po russkoj grammatikě. II: Sostavnyye členy predloženiâ i ih" zaměny v russkom" âzykě*. Har'kov": V» Universitetskoj tipografii, 1874]

### Phototype edition:

SURNAME, name of the author. *Book title*. Place of first publication, year of first publication. Place of reprinted, phototype edition: publisher, year of reprinted edition.

Example:

СОЛАРИЋ, Павле. *Поминак књижевски*. Венеција, 1810. Инђија: Народна библиотека „Др Ђорђе Натошевић“, 2003.

[SOLARIĆ, Pavle. *Pominak knjižeski*. Venecija, 1810. Indija: Narodna biblioteka „Dr Đorđe Natošević“, 2003]

### Secondary authorship:

The *South Slavic Philologist* describes proceedings by editor's or compiler's name.

SURNAME, name of the editor (or compiler). *Work title*. Place of publication: publisher, year of publication.

Example:

РАДОВАНОВИЋ, Милорад (ур.). *Српски језик на крају века*. Београд: Институт за српски језик САНУ – Службени гласник, 1996.

[Radovanović, Milorad (ur.). *Srpski jezik na kraju veka*. Beograd: Institut za srpski jezik SANU – Službeni glasnik, 1996]

### Manuscript:

SURNAME, name. *Manuscript title* (if it exists or if it has been given a generally accepted name in scholarship). Place of origin: institution where it is kept, call number, year of origin.

Example:

НИКОЛИЋ, Јован. *Песмарица*. Темишвар: Архив САНУ у Београду, сигн. 8552/264/5, 1780–1783.

[NIKOLIĆ, Jovan. *Pesmarica*. Temišvar: Arhiv SANU u Beogradu, sign. 8552/264/5, 1780–1783]

Manuscripts are cited by foliation (e.g. 2a–3b), not by pagination, except in the cases when the manuscript is paginated.

**Contribution to a serial publication:****Contribution to a journal:**

SURNAME, name of the author. "Text title in the publication". *Journal title*, number of volume or issue (year or complete date): pages on which the text is printed.

## Example:

ПИПЕР, Предраг. „О граматичким особеностима бројева у српском и другим словенским језицима“. *Глас САНУ* бр. CCCXCIV/19 (2002): стр. 99–114.

[PIPER, Predrag. „O gramatičkim osobenostima brojeva u srpskom i drugim slovenskim jezicima“. *Glas SANU* br. CCCXCIV/19 (2002): str. 99–114]

**Contribution to a thematic volume of proceedings, chapter in a monograph, etc.:**

SURNAME, name of the author. "Text title in the publication". Name of the editor or compiler. *Proceedings title*. Place of publication: publisher, year of publication, the first and last pages of the paper.

## Example:

ГОРТАН ПРЕМК, Даринка. „Још о обради предлога у дескриптивним речницима савременог српског језика“. У: Људмила Поповић, Дојчил Војводић, Мотоки Номаћи (ур.). *У простору лингвистичке славистике (зборник научних радова поводом 65 година живота академика Предрага Пипера)*. Београд: Филолошки факултет Универзитета у Београду, 2015: стр. 287–292.

[GORTAN PREMК, Darinka. „Još o obradi predloga u deskriptivnim rečnicima savremenog srpskog jezika“. U: Ljudmila Popović, Dojčil Vojvodić i Motoki Nomaći (ur.). *U prostoru lingvističke slavistike (zbornik naučnih radova povodom 65 godina života akademika Predraga Pipera)*. Beograd: Filološki fakultet Univerziteta u Beogradu, 2015: str. 287–292]

**Contribution to a newspaper:**

SURNAME, name of the author. "Text title". *Newspaper title* date: page number.

## Example:

СТИЈОВИЋ, Рада. „Босанчица је српски брзопис“. *Политика* 21. 1. 2010: стр. 16.

[СТИЈОВИЋ, Rada. „Bosančica je srpski brzopis“. *Politika* 21. 1. 2010: str. 16]

**Monographic publication accessible online:**

SURNAME, name of the author. *Book title*. <internet address>. Retrieval date.

Example:

VELTMAN, K. H. *Augmented Books, Knowledge and Culture*. <<http://www.isoc.org/inet2000/cdproceedings/6d/6d>> 2. 2. 2002.

**Contribution to a serial publication accessible online:**

SURNAME, name of the author. "Text title". *Title of the periodical publication*. Date of the periodical publication. Name of the database. <internet address>. Retrieval date.

Example:

ТОИТ. А. "Teaching infopreneurship: students' perspectives". *ASLIB Proceedings*. February 2000. Proquest <...> 21. 2. 2000.

**Contribution to a lexicographic publication (encyclopedia, dictionary, lexicon, etc.) accessible online:**

PUBLICATION ABBREVIATED. *Publication title*. <Internet address>. Retrieval date.

Example:

ENC. AM. *Encyclopedia Americana*. <...> 15. 12. 2008.

**12.** The sources are given under the heading *Извори (Sources)* in a separate section after the *Циџирана лиџераџура* section, based on the same principles of bibliographic description applied in the *Циџирана лиџераџура* section.

**13.** The summary, which should not exceed 10% of the paper length, must be in Russian and English. The paper title should also be translated into Russian and English. If the paper was written in a foreign language, the summary must be written both in Serbian and English. If the author is not able to provide a summary in Serbian, they should write a summary in the language of the paper, and the editorial board will provide the translation of the summary into Serbian. After the summary, the keywords to the paper in question should be supplied in the language of the summary.

**14.** The text of a paper for the *South Slavic Philologist* is written in electronic form on an A4 page (21 × 29,5 cm), with 2,5 cm margins, new paragraph indented by 1,5 cm, and a 1,5 line spacing. The text must be written in Times New Roman font of 12 point size (this refers also to the text in the

tables), and the abstract, keywords, summary, works cited and footnotes must be written in 10 point font.

**15.** Hard copy manuscripts should be submitted by January 15 for the first issue or by May 15 for the second issue, to the to the following address: Уређивачки одбор *Јужнословенског филолога*, Институт за српски језик САНУ, Кнез Михаилова 36, 11000 Београд. In addition to the hard copy of the manuscript, the authors should also submit an electronic version of the manuscript, identical to the hard copy, in Word format on CD or to the e-mail address [rajna.dragicevic@fil.bg.ac.rs](mailto:rajna.dragicevic@fil.bg.ac.rs) or [vladan.jovanovic@isj.sanu.ac.rs](mailto:vladan.jovanovic@isj.sanu.ac.rs), specifying that it is a manuscript for the *South Slavic Philologist*. The hard copy of the manuscript may be replaced with an electronic version in PDF format.

The *South Slavic Philologist* Editorial Board

